



Administrative Analyst III

Administration Bureau, Records and Technology Division

Long Beach Police Department

THE POSITION

The Long Beach Police Department currently has an opening for an Administrative Analyst III in the Records and Technology Division. This position offers a unique opportunity to work in the fast-paced and exciting environment of 24-hour public safety department. This position will be an integral part of improving the Police Department's use of technology, reporting of statistical data, and identifying opportunities for operational efficiency. The individual in this position will have the opportunity to work with a variety of details and levels of management throughout the Police Department and with departments throughout the City.

EXAMPLE OF DUTIES

- Assist with monitoring a budget of \$19.1 million and identify spending trends
- Research new technology and efficiencies for implementation
- Research, organize, compile, summarize data and information for assigned projects
- Present information to multiple levels of management
- Analyze Federal, state, and local statutes; assist Division with maintaining compliance with such statutes
- Draft procedures, policies, and reports as requested

QUALIFICATIONS

- Excellent written, verbal and interpersonal communication skills
- History of using a variety of computing technology in the performance of assigned duties and analytical work
- Demonstrated use of excellent analytical skills
- Ability and willingness to work independently, with limited supervision, while managing a wide range of projects under tight deadlines



SALARY RANGE

\$32.01 to \$43.55 per hour

SUBMISSION PROCEDURE

This position is open to current classified Administrative Analysts in the City of Long Beach, those who held prior classified status in the classification or those reachable on the Civil Service Eligible List. Qualified, interested applicants are invited to :

- 1) Send an email of interest to Anna.reyes@longbeach.gov by 01/18/2016.
- 2) Attach a cover letter and resume to the email of interest.
- 3) Questions regarding the position may be submitted via email.

Appointments for interviews will be scheduled as early as 01/25/2016.

LBPD Backgrounds Process

Applicants selected for the position will be required to successfully complete an extensive background investigation process.



THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and a 360 civilian staff. The Department is supported by a \$209.1 million expenditure budget. The Records and Technology Division provides technical support to the entire Department and is a resource for Department-wide data needs.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

